



LEESBURG
The Lakefront City

CONDITIONAL USE PERMIT APPLICATION

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Date: _____

1. Project Name: _____
2. Property Address: _____
3. Property Owner's Name: _____
Mailing Address: _____
Telephone: _____ Fax: _____ E-Mail _____
4. Petitioner's Name: _____
Mailing Address: _____
Telephone: _____ Fax: _____ E-Mail _____
5. Agent's Name: _____
Mailing Address: _____
Telephone: _____ Fax: _____ E-Mail _____
6. The property is generally located near the following streets:

7. The size of the property is: _____ +/- square feet; _____ +/- acres
8. The existing zoning of the property is: _____
9. The present use of the property is: _____

10. The proposed use of the property is: _____

11. A Conditional Use Permit is requested to allow:

12. The reason or basis for this request is:

13. The number of existing structures on the property and their present use is:

14. Has any previous application been filed within the last year concerning this property? ____ Yes ____ No

If yes, briefly describe the nature of the request:

15. If the project is to be developed in phases, give a brief description of how it will be phased:

16. State the exact legal description the conditional use is to be applied to. (Copy of Warranty Deed or current year tax receipt showing ownership must be submitted with application).

Alternate Key #: _____

Section _____, Township _____, Range _____

PROPERTY OWNER & AGENT AFFIDAVIT*

DATE: _____

Before me, the undersigned authority personally appeared _____ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires a CONDITIONAL USE PERMIT to allow:

3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and, being by me duly sworn on oath, deposes and says:

- A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.
- B. That the submittal requirements for the application have been completed and attached hereto as part of the application.
- C. That the CONDITIONAL USE PERMIT sign will be posted, in accordance with Section 25-93 (c) of the City of Leesburg Code of Ordinances, at least ten (10) days prior to the scheduled meeting date at which the case will be considered by the Planning & Zoning Commission and will remain posted until final determination by the Planning & Zoning Commission.

PROPERTY OWNER'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me on _____ (date) by _____ (name of affiant, deponent, or other signer). He/she is personally known to me or has presented _____ as identification.

NOTARY PUBLIC
SEAL:

AGENT'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me on _____ (date) by _____ (name of affiant, deponent, or other signer). He/she is personally known to me or has presented _____ as identification.

NOTARY PUBLIC
SEAL:

***NOTE: PROPERTY OWNER MUST SIGN AFFIDAVIT. WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

CHECKLIST FOR CONDITIONAL USE PERMIT APPLICATION COMPLETION

The following information is required to be submitted when applying for a CONDITIONAL USE PERMIT:

1. ☐ Filing fee (see below).
2. ☐ General application form (pg. 1 & 2).
3. ☐ Authorization for property owner/agent representation (pg. 3).
4. ☐ Copy of recorded Warranty Deed or current year Tax Receipt showing who the current fee simple titleholders (property owners) are.
5. ☐ Map showing general location of the site.
6. ☐ Site plan, drawn to an appropriate scale, on a maximum size 11" x 17" reproducible sheet, showing the following information:
 - ☐ Project name, street location, and number.
 - ☐ Size and shape of lot.
 - ☐ North arrow, date, and scale.
 - ☐ Name, address, telephone number of the property owner and petitioner.
 - ☐ Location and dimensions of all existing and proposed structures, their intended use, and setback distances from all property lines and roadways.
 - ☐ Size, location, and variety of trees to be removed and to be saved.
 - ☐ Existing and proposed means of vehicle access to the property.
 - ☐ Location of off-street parking and loading areas, showing the number of spaces and the dimensions of access aisles and driveways.
 - ☐ Identify future expansion, if planned.

FILING FEE: \$120.00 (Please make check payable to CITY OF LEESBURG)

PROCEDURES:

1. **The proposed use of the property must be assessed to determine if there will be an increase in demand on the water or wastewater systems before submittal of the application. Any increase in demand on the water or wastewater systems will be subject to impact fees.**
2. Application shall be submitted to Leesburg Planning & Zoning Division no later than 16 working days before the desired scheduled meeting. Contact the Planning & Zoning Division (352-728-9760) for deadline dates.
3. Upon receipt of a COMPLETE & CORRECT application, the Planning & Zoning Division shall proceed with the request in accordance with the following:
 - A. The owners of all property lying within two hundred (200) feet of the property shall be notified by mail.

4. The petitioner is required to post a sign (provided by the Planning & Zoning Division), on the site and in plain view of the public, at least ten (10) days before the public hearing date.
NOTE: In cases where the sign has not been properly posted, the Planning & Zoning Commission may post-pone or deny the application without prejudice.
5. Failure to provide an accurate and complete application will result in automatic rejection and return of the application and delay of the hearing date.
6. The property owner or authorized agent (authorization must be on file at the Planning & Zoning Division) must attend the Planning & Zoning Commission meeting.